

# IESA Cheerleading Championship Entry Form Instructions

For the 2009-10 school year, all entry forms will be filled out online by accessing the IESA Member Center from the IESA website ([www.iesa.org](http://www.iesa.org)). **ENTRY FORMS MUST BE COMPLETED BY JANUARY 8.** Below are the instructions for inputting your roster information. It is important that you complete all portions of the form. This information will be used to check your team's compliance with the by-laws for the Cheerleading Championships. In addition, the IESA will use this information for the Championship program.

## 1. ACCESSING THE FORM

- a. Go to the IESA Website and click on the red Member Center login button on the left hand side of the web page.
- b. Choose your school from the drop-down menu and enter your password.

**Choose your school and enter your password to log in.**

The screenshot shows a login interface for administrators, coaches, and directors. It includes a header, a note about user IDs, a 'Your School' dropdown menu, a 'Password' input field, a 'Click here to log in' button, and a 'HELP! I don't know the password!' link. Annotations include a red box pointing to the password field and another red box pointing to the login button.

Administrators, coaches and directors log in here.

User IDs are no longer needed - choose your school by common name (city first), ex. Normal Parkside.

**Enter your school's Password here** →

**Your School** Choose City/School

**Password** [Input Field]

**Click Here** → Click here to log in

[HELP! I don't know the password!](#)

## 2. ENTERING YOUR CHEERLEADING ROSTER INFORMATION

- a. You have now accessed your school page.
- b. Regional Entry Center links are located on the right side of this page. Click on the Entry Center of the activity that you wish to complete.

| Membership Dues & Activity Registration                           |                           | Entry Centers & Host Administration |  |
|---|---------------------------|-------------------------------------|--|
| Membership renewed on 5/19/2009                                   |                           | Boys Baseball                       | <a href="#">Entry Center</a>   |
| Dues, Athletics and Scholastic Bowl                               | <a href="#">2009-2010</a> | Girls Softball                      | <a href="#">Entry Center</a>   |
| Dues/Art Workshops  | <a href="#">2009-2010</a> | Cross-Country                       | <a href="#">Entry Center</a>   |
| Dues/Music Contests   | <a href="#">2009-2010</a> | Girls Basketball                    | <a href="#">Entry Center</a>   <a href="#">7th Host</a>   <a href="#">8th Host</a> |
| -Speech Registration will be available Aug. 1 - Area 21: Nov. 12. |                           | Cheerleading                        | <a href="#">Entry Center</a>   |
| Dues and State Cheer Competition                                  | <a href="#">2009-2010</a> | Boys Basketball                     | <a href="#">Entry Center</a> - <a href="#">7th Host</a>                            |
|   |                           | Boys Wrestling                      | Assignment Pending   |

Click Here 

| Cheerleading Entry Center Menu   |             |
|--|-------------|
| <a href="#">MEDIUM TEAM ROUTINE ENTRY FORM</a> - <a href="#">View Roster</a> | <b>OPEN</b> |
| <a href="#">Team Photo &amp; Cut Lines</a>                                   |             |
| <a href="#">Team Photo Info</a>  |             |

You are now ready to begin entering your roster information. **Please note that you MUST SUBMIT a separate form for each division entered.**

- c. Please complete all items for every member on your competition squad. You will be asked to provide the following information: first name, last name and grade level. If you have any alternates, please be sure to list them at the bottom of the form specifically set aside and labeled for alternates.

| This form must be completed NO LATER THAN FRIDAY, JANUARY 08, 2010.<br>YOU MUST SUBMIT A SEPARATE FORM FOR EACH DIVISION ENTERED. |                      |                      |                        |
|---|----------------------|----------------------|------------------------|
| <a href="#">View Your Roster as Webpage</a>   |                      |                      | UPDATE ENTRIES         |
| Medium Team Routine Championship Squad  |                      |                      |                        |
|   | First Name           | LAST NAME            | Grade                  |
| 1   | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| 2   | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| 3   | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| 4   | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| Medium Team Routine Alternates  |                      |                      |                        |
|   | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| 18  | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| 19  | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |
| 20  | <input type="text"/> | <input type="text"/> | 8 <input type="text"/> |

Enter Alternates Here 

## REQUIRED FIELDS

- a. You must complete the team information portion of the form in order for your information to be accepted. The system will not allow you to continue until this information has been entered.

| Team Information |                        |
|------------------|------------------------|
| Head Coach       | Sue Smith              |
| Coach Email      | ssmith@cheerschool.org |
| Coach Phone      | 309-333-2222           |

- b. As you scroll down to the bottom of the page there will be a section on School Information such as mascot and school colors. This information will automatically fill in from the member school database. If this information is incorrect, please contact your school or the IESA to change. If information is correct click on the “Update Entries” button located at the top or bottom of this form. By doing this, you will have “saved” your information in our database. *You must do this for your information to be retained in our records.*

| School Information   |                       |            |                                |
|--|-----------------------|------------|--------------------------------|
| If any of the school information below is incorrect, please notify your principal or the IESA office to make corrections.                                  |                       |            |                                |
| Principal  | Mr. Ron Brown         | Conference | Little 8                       |
| Superintendent   | Dr. Phillip Sandstone | Nickname   | Titans                         |
|  |                       | Colors     | Black & Silver                 |
| A copy of Birth Certification is on file for each contestant listed on this form.<br>Age of each contestant is in accordance with present IESA regulations |                       |            |                                |
| <a href="#">Click Here</a> ➔   |                       |            | <a href="#">UPDATE ENTRIES</a> |

## 3. ACCESS TO YOUR ROSTER

- a. You will be able to access your roster(s) and make changes to your information up until the time of your performance.
- b. If you do make changes to your roster, please make sure that you click on the “Update Entries” button prior to logging off the system.

- c. Our office will have access to your roster information. However, it is recommended that you carry a copy of your most recent roster with you to the competition.
- d. Since this information is available on-line, you are not required to send your entry information to the IESA Office.

#### 4. PRINTING YOUR ROSTER

- a. Print your entry form and keep it with you at the competition. If you make any changes, make sure to print the most recent copy for your records.
- b. To view your roster: go to the member center, log in and click on the specific Activity Entry Form you wish to view. Then click on “View your Roster as a Webpage” link located near the top of the form. If you are already logged in to your school page, you need only access the link.
- c. To print your roster: Once you have selected the “View your Roster as a Webpage” link, go to the tool bar and select File. Scroll down and select Print.

| Cheerleading Championships Entry Form - 2009-2010                         |   |
|---|---|
| Forms for Your Divisions<br><a href="#">Medium Team Routine</a>           | This form must be completed NO LATER THAN FRIDAY, JANUARY 08, 2010.<br>YOU MUST SUBMIT A SEPARATE FORM FOR EACH DIVISION ENTERED. |
| <a href="#">Click Here</a> ➔  | <a href="#">View This Roster as Webpage</a> UPDATE ENTRIES  |
| Update as often as needed - we always have access to the data shown here. |   |

If you have any questions, please contact the IESA Office at (309) 829-0114.